

# Vacancy Announcement

## Acquisition & Assistance Specialist

The U.S. Agency for International Development (USAID) has an immediate vacancy for the post of an Acquisition and Acquisition (A&A) Specialist. The A&A specialist will report to the Executive Officer who reports to the Mission Director. The Specialist will perform the full range of acquisition functions for USAID/Sri Lanka.

The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts and other procurement instruments and preparing amendments in support of the Mission. The Specialist reviews and recommends approval or revision of scopes of work (SOW); drafts requests for proposals or quotes; performs cost and price analysis; analyzes proposals or quotes received, drafts contracts and contract modifications; analyzes contractor's proposed budgets and writes memoranda of negotiations. The A&A Specialist will be responsible for all the A&A contract pre-award through award functions including development of realistic and thorough procurement plans.

The prospective candidate must have a Bachelor's Degree in Business Administration, Finance, Marketing, or Law. Other related 4-year degrees will be reviewed for acceptance. The prospective candidate should have at least five years of progressively responsible acquisition and assistance experience with expert knowledge of procurements. In addition, an understanding of local labor policies and trends in the local labor commercial market would be helpful.

### QUALIFICATIONS REQUIRED:

**a. Education:** Possession of a bachelor's degree is required – In the following relevant fields is preferred; i.e., business administration, finance, marketing, law, etc.

**b. Prior Work Experience:** Five to six years of progressively responsible professional acquisition/ assistance experience. At least two years of this experience should have been with a U.S. Government or international organization.

**c. Language Proficiency:** English and Sinhala or Tamil. Bilingual fluency in speaking, reading and writing is required. Fluency in English should be at Level IV.

**d. Knowledge:** Must have expert knowledge of U.S. Government Regulations and A&A mechanisms. The job consists of interpreting and applying Federal and Agency rules, regulations, policies and procedures and providing direction and guidance to the A&A staff in the consistent application of the same. In order to ensure that resultant awards are consistent with the Mission's Strategic Plan, the A&A specialist must also have an in-depth understanding of all Strategic Objectives falling under the Mission's Strategic Plan. Must have a detailed and advanced understanding of local labor policies and trends in the local labor and commercial markets and must be able to communicate these trends to senior mission management. Further, must possess an advanced understanding of the global market in order to accurately conduct cost and price analysis and negotiate fair, reasonable and realistic budgets. Good working knowledge of international and local business practices.

**f. Skills and Abilities:** Excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in work statements, program descriptions and independent government cost estimates. Ability to speak authoritatively, as well as to negotiate and represent the US Government's best interests to both US and local individuals, most of whom will hold high level positions within their organizations. Excellent negotiation skills are vital to be able to orchestrate "win-win" situations between disparate parties. Ability to absorb a great deal of data and recall the information (e.g. researching regulatory guidance) essential in order to interpret and apply the information to real-life situations. Excellent organizational/time management skills are required in order to perform work on many actions at the same time, keeping them all moving forward to completion even though each is at a different life-cycle stage with minimal supervision. Excellent interpersonal skills are a must. Ability to analyze CTO evaluation of contractor performance against stated criteria and numerical rating. Excellent writing and computer (Word applications) skills are required.

**To Apply:**

Interested applicants for this position must submit the following or the application will not be considered:

Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **OR** a Current Resume or Curriculum Vitae that provides the same information found on the UAE form DS-174. The UAE form DS-174 or the Resume/CV **must be signed.**

You may download the UAE form DS-174 at:

[http://srilanka.usaid.gov/vacancy\\_documents/DS-174\\_APPLICATION\\_FOR\\_EMPLOYMENT.pdf](http://srilanka.usaid.gov/vacancy_documents/DS-174_APPLICATION_FOR_EMPLOYMENT.pdf)

**Submit Application to:**

**The Executive Officer, USAID/Sri Lanka** via e-mail to:

[hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov) on or before December 23, 2012. Applications received after the closing date will not be accepted.

Applications that do not meet the above requirements **WILL NOT** be considered by the selection committee. Only those applicants considered by USAID to be in the most competitive range in terms of qualifications and experience will be notified for further review in the position vacancy selection process.